



WATER RESOURCES CONTROL BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	WATER RESOURCES CONTROL BOARD, STATE	RELEASE DATE:	Monday, July 9, 2007
POSITION TITLE:	Director, Office of Public Participation	FINAL FILING DATE:	Friday, August 3, 2007
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	Friday, August 17, 2007
SALARY RANGE:	\$ 5,970.00 - \$ 7,580.00 / Month	BULLETIN ID:	07092007_4

POSITION DESCRIPTION

Under the direction of the Executive Director, the Public Participation Program Director plans, organizes, and coordinates the Water Boards Public Participation Program, acts as the Ombudsman for the State Water Board, and provides guidance on environmental justice issues. The Public Participation Director is the State and Regional Water Board's (Water Boards) primary expert on public participation issues and will be responsible for program development, providing guidance and policy direction to the State Water Board, the Regional Water Boards and Executive level managers in all Water Board organizations. The Public Participation Program Director will play a key role in evaluating and filling the needs of the various Water Boards as the Public Participation Program expands and/or changes because of evolving policies and/or legislation. The incumbent will be responsible for anticipating and tracking those changes. The incumbent will be the primary spokesperson for public participation issues that occur between other Cal/EPA Boards, Departments, and Offices, local and federal governments as well as stakeholder groups.

The Public Participation Program Director advises and consults with local, state and federal authorities, elected officials, business leaders, industry representatives, environmentalists and community groups on water quality projects and other water related topics. In the Ombudsman role, the Director will serve as a mediator to identify, address and resolve conflicts, complaints and/or disputes regarding Water Board activities. The incumbent will also be responsible for providing direction and assistance with environmental justice issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge and understanding of the issues confronting the State Water Board and Regional Water Boards with particular emphasis on public participation and environmental justice.

Ability to facilitate highly sensitive communication to solve problems and make decisions among multi-disciplinary staff including engineers, scientists, geologists, attorneys, and other various professionals.

Ability to assimilate underlying and politically sensitive community issues quickly in order to effectively communicate with affected communities and residents.

Ability to communicate opinions and concerns of affected communities to the Boards and to develop communication and outreach strategies that meet community needs.

Ability to recognize and understand the California state political environment and consequences of actions.

Possessing personal characteristics of integrity, initiative, dependability, tact, sound judgment and adaptability, as well as a strong customer service focus.

Possession of strong interpersonal and team building skills.

Knowledge and understanding of environmental justice issues facing the Water Boards.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Office of Public Participation**, with the **WATER RESOURCES CONTROL BOARD, STATE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and resume and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file a Standard State application (STD 678), a resume and a two-page Statement of Qualifications. The application and resume must include periods of employment (month/day/year) and civil service titles. The minimum and desirable qualifications listed on this bulletin will be used as the standard to screen the applications. Interviews may be conducted with the most qualified candidates if it is determined necessary in order to make a selection. Each candidate will be ranked competitively and notified of their examination results. The results of the examination will be used to fill only the position of Director, Office of Public Participation, C.E.A. (Level 1). Applicants who fail to submit all the required documents listed above by the final file date will be eliminated from the examination.

SCREENING CRITERIA

1. Knowledge and understanding of the critical issues confronting the Water Boards with particular emphasis on public participation and environmental justice.
2. Ability to deal with sensitive community issues quickly in order to communicate effectively with affected communities or residents.
3. Ability to work cooperatively and promote collaborative partnerships with stakeholders, including the public, and a variety of public and private entities.
4. Demonstrated ability to serve as the focal point for concerns and complaints from local governments, the public, and others regarding Water Board activities.
5. Ability to interact and communicate effectively with high-level management.
6. Ability to communicate opinions and concerns of affected communities to the Boards and to develop communication and outreach strategies that meet community needs.
7. Demonstration of strong personal characteristics of integrity, initiative, dependability, tact, sound judgment and adaptability, as well as a strong customer service focus.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

WATER RESOURCES CONTROL BOARD, STATE, Division of Administrative
Services/Personnel Office
1001 I Street, 18th Floor, Sacramento, CA 95814
Estela Gonzales | (916) 341-5114 | exgonzales@waterboards.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES CONTROL BOARD, STATE reserves the right to revise the

examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>